

C O N T R A C T

Between

CITY OF READING

and

B&G GLASS

2020 – Repairs and/or Specialty Services for City Wide Fleet Vehicles

CONTRACT

This Agreement, Made and concluded on 8/4/2020 by and between the CITY OF READING, a municipal corporation of the State of Pennsylvania, located in the County of Berks, said State, hereinafter called the "CITY", and B&G GLASS, hereinafter called the "VENDOR," pursuant to law and to the provisions and requirements of the ordinances and resolutions of the City of Reading.

WITNESSETH, That the parties to these presents each in consideration of the agreements on the part of the other herein contained, have agreed, and hereby do agree, the City for itself, its successors and assigns, and the Vendor for itself, himself or themselves, its successors, or his or their executors and administrators, as follows:

The Vendor covenants, promises and agrees to and with the City, for the consideration hereinafter mentioned and contained, to furnish as directed to the City of Reading, Pennsylvania, in accordance with the bid of the Vendor for the Request for Qualifications for Maintenance and Repairs for City Wide Fleet Vehicles dated August 21, 2019, submitted to the City, attached hereto as Exhibit "A" and made a part hereof the following merchandise as per specifications:

To provide both routine maintenance and repairs, as well as emergency repairs that are above and beyond the routine maintenance and repairs that are provided by the City of Reading's Division of Fleet Management, Department of Public Works, for the City of Reading's City Wide Fleet Vehicles. This would be on an as and/or needed basis, at the fees submitted, from September, 2019, to December 31, 2020, Department of Public Works, a copy of the fee schedule is attached as Exhibit "A". The use of this Vendor may be extended for 2 additional 1 year terms at the City of Reading's discretion.

The Vendor agrees to furnish only such merchandise which shall have fully met the specifications herein contained, or hereto attached and made a part hereof. In the event the Vendor shall fail to comply, in any respect, with said specifications or this contract, the City may terminate this contract by giving the Vendor written notice.

Upon the said merchandise being duly tested and accepted by the proper City employees as meeting with the specifications and conditions, the City shall pay for the quantities thereof currently ordered and delivered, at the end of each calendar month, upon an invoice being presented by the Vendor setting forth the exact quantities thereof delivered during said month.

The Vendor agrees to indemnify and save harmless the City from all suits or actions of every name and description brought against it for or on account of use of patented appliances or for any damages or injuries received or sustained by any person or persons in the performance of the work under the contract. The Vendor further agrees that in case any such suits or actions are brought or threatened all or as much of the monies due it, him or them under this contract as shall

or may be considered necessary by the City shall or may be retained without any liability of the City to the Vendor for interest thereon because of such retention until all such suits or claims shall have been settled and satisfactory evidence to that effect furnished.

BASIS OF CONTRACT. This contract is founded on the Department of Public Works Account Number 01-07-14-4216 for the fiscal year 2020.

IN WITNESS WHEREOF, the said City of Reading has caused this agreement to be executed by its Mayor, and its corporate seal to be hereunto affixed, duly attested by its City Clerk, and the Vendor has caused this agreement to be executed by its President and its corporate seal to be hereunto affixed, duly attested by its Secretary, has hereunto set his/their hand(s) and seal(s) the day and year first above written.

Signed and sealed in the
presence of

CITY OF READING

By: DocuSigned by:
Mayor Moran
7252A59C9DF3449...
Mayor

Attest: DocuSigned by:
Linda A. Kelleher CMC, City Clerk
73DE031C240B451...
City Clerk

B&G GLASS

By: DocuSigned by:
Becky McLarty
7B612E95B38C405...

EXHIBIT “A”
(Request for Qualifications, Proposal and Fee Schedule)

REQUEST FOR QUALIFICATIONS

For

**Repairs and/or Specialty Services
for the City of Reading's, City Wide
Passenger, Light Duty, Medium Duty,
Heavy Duty Fleet Vehicles**

CITY OF READING, PENNSYLVANIA

**RESPONSES DUE:
3:00 PM (Eastern Time)
September 9, 2019**

**City of Reading, Pennsylvania
815 Washington Street
Reading, PA 19601**

Request for Qualifications

List of qualified Repair Vendors to perform repairs and/or specialty services, above and beyond warranty and excess routine maintenance on the City of Reading's City Wide Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles.

City Of Reading
815 Washington St.
Reading, PA 19601

Introduction

The City of Reading is requesting Qualifications for the purpose of retaining a list of interested companies /vendors to provide for Repairs and/or Specialty Services, above and beyond warranty and excess routine maintenance on the City of Reading's City Wide Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles as described in this RFQ.

Date Issued: August 21, 2019

Date Due: September 9, 2019

All questions are to be directed in writing to: Tammi Reinhart
Purchasing Coordinator
Tammi.Reinhart@readingpa.gov

Request for Qualifications

Vendor List for Repairs and/or Specialty Services to include but not limited to alignments, engines, transmission, exhaust, electrical, snow equipment, leaf equipment, glass repairs and or replacements radiators, fire apparatus, body work, drive shaft, hydraulic repairs, OEM above warranty, spring work, decals, car wash and detailing. Vendors are not required to do all items listed you may provide one or multiple items to the City of Reading's, City Wide Passenger, Light Duty, Medium Duty, and Heavy Duty Vehicles.

Interested vendors shall submit a response to this RFQ by September 9, 2019. The goal of this RFQ is to compile a list of companies/vendors that can provide both repairs and specialty services as well as emergency repairs that are above and beyond the maintenance and repairs that are provided by the City of Reading's Fleet Maintenance. This would be on an as and/ or when needed basis for September 2019 to December 31, 2020. This list may be extended for 2 additional 1 year terms at the City of Reading's discretion.

This list will be used by the department as and when needed to provide repairs and/or specialty services, along with emergency repairs to the Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles.

Qualification Criteria

The responses to this RFQ shall incorporate adequate information as detailed below for the City's selection committee to evaluate the vendor's ability to perform the required service being requested. To expedite the review process, please organize the information in the order listed below, with the submission not to exceed 20 pages in length. This evaluation is strictly for company/vendor qualifications.

Please submit five (5) sealed and bound copies of the company/vendor's qualifications with the notations of "City of Reading Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles, Repairs and Specialty Services List" as detailed below to:

Tammi Reinhart, Purchasing Coordinator
City of Reading
Purchasing Division
815 Washington St., Rm 2-45
Reading, PA 19601

The response shall address company /vendor specific information as listed below:

- Provide general company/vendor information including location of business, total number of employees, and number of years the company/vendor has been performing vehicles' maintenance and repairs.
- The provider company/vendor shall be located within a 40 mile radius of the City of Reading, this is to limit the travel time if necessary to the vendors facility.
- Provide proof of the number of employees that are certified as Vehicle Technicians, along with copies of the certifications of those employees.
- Provide list of three references of municipalities/ townships that have been using your services in the last ten years. Details shall include, the Department served, and length of time that service has been provided.
- Proof of liability insurance
- Proof of workers compensation insurance
- Provide listing of hourly rates for normal business hours

- Provide listing of after-hours and holiday emergency service rates
- Provide a list of travel time or expenses if applicable

Notice of Acceptance

Upon acceptance the company/vendor will be notified that they have been accepted and placed on the list. Acceptance does not guarantee that they will be contacted for service, the City of Reading Department of Fleet may use any of the accepted companies/vendors on the list.

As described previously, this list may, at the City's discretion, be extended for an additional 2-1 year terms, and the City will notify those on the list of the extension at such time.

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

- 1. *This Non-Collusion Affidavit is material to any contract pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.***
- 2. *This Non-Collusion Affidavit must be executed by the member officer, or employee of the bidder who is authorized to legally bind the bidder.***
- 3. *Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.***
- 4. *In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.***
- 5. *The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any form of bid submitted for the purpose of giving a false appearance of competition.***
- 6. *Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.***

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____
(Owner, Partner, Officer, Representative or Agent)of _____, the Bidder that has
submitted the attached Bid or Bids;(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all
pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers; partners, owners, agents, representatives,
employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or
agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in
connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in
connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or
collusion or communication of conference with any other Bidder, firm or person to fix the price or prices
in the attached Bid or of any other Bidder, or to fix any overheard profit or cost element of the Bid price or
the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful
agreement any advantage against the City of Reading or any person interested in the proposed
Contract;(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents,
representatives, owners, employees, or parties in interest, including this affiant; and,(6) Neither the said Bidder nor any of its officers, partners, owners, agents or parties in interest,
have any interest, present or prospective, that can be reasonably construed to result in a conflict of
interest between them and the City of Reading, which the Bidder will be required to perform.

I state that _____ understands

(Name of Firm)

and acknowledges that the above representations are material and important, and will be relied on by
the City of Reading in awarding the Contract(s) for which this Bid is submitted. I understand and my firm
understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment
from the City of Reading of the true facts relating to the submission of bids for this Contract._____
(Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20____

Notary Public

My Commission Expires:

**PROVIDER'S CERTIFICATION OF NON-INDEBTEDNESS
TO THE CITY OF READING**

Provider hereby certifies and represents that Provider and Provider's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Reading (the "City"), and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, Provider acknowledges that any breach or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to Provider and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Contract for default (in which case Provider shall be liable for all excess costs and other damages resulting from the termination).

Name of Provider

By: _____
Authorized Signatory

Title: _____
President or Vice President

Attest: _____

NON DISCRIMINATION STATEMENT

The undersigned hereby certifies that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, familial status, or national origin. The undersigned shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, familial status, or national origin.

BIDDER

TITLE

INDEMNITY AGREEMENT & HOLD HARMLESS

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, the undersigned has entered into a contract with the CITY OF READING, dated _____, 20 __, providing for the _____ City of Reading, Pennsylvania.

NOW, THEREFORE, in consideration of the award of said contract to the undersigned, _____, as well as in further consideration of the sum of ONE DOLLAR (\$1.00) in hand paid to the said _____ by the City of Reading, receipt whereof is hereby acknowledged, the said _____ agrees to indemnify and save harmless the CITY OF READING, its officers, agents, servants, and employees against any and all loss, damage, costs and expenses which the said CITY may hereafter suffer, incur, be put to or pay by reason of any bodily injury (including death) or damage to property arising out of any act or omission in performance of the work undertaken under the aforesaid contract.

EXECUTED this _____ day of _____, 20__.

By: _____

Title: _____

ATTEST:

(Title)

STIPULATION AGAINST LIENS

WHEREAS, _____, hereinafter called the **CONTRACTOR**, has entered into a **CONTRACT**, dated _____, 20____, with _____ hereinafter called the **CITY**, to provide materials and perform labor necessary for the manufacture and furnishing of the:

_____ as set forth in the **CONTRACT DOCUMENTS** as prepared by the City of Reading.

NOW, THEREFORE, it is hereby stipulated and agreed by and between the said parties, as part of the said **CONTRACT**, and for the consideration therein set forth, that neither the undersigned **CONTRACTOR**, any **SUBCONTRACTOR** or material man, nor any other person furnishing labor or materials to the said **CONTRACTOR** under this **CONTRACT** shall file a lien, commonly called a mechanic's lien, for **WORK** done or materials furnished for the above manufacture.

This stipulation is made and shall be filed with the Berks County Prothonotary within ten (10) days after execution, in accordance with the requirements of Section 1402 of the Mechanics Lien Law of 1963 of the Commonwealth of Pennsylvania in such case provided.

IN WITNESS WHEREOF, the parties hereto have caused the signature of their proper officers to be affixed thereto on this _____ day _____ of 20____.

(CITY OF READING)

ATTEST:

BY: _____

TITLE: _____

BY: _____

TITLE: _____

(CONTRACTOR)

ATTEST:

BY: _____

TITLE: _____

BY: _____

TITLE: _____

BY: _____

TITLE: _____



www.bgglass.com

August 30, 2019

Tammi Reinhart, Purchasing Coordinator
815 Washington St. Rm 2-45
Reading, PA 19601

SUBJECT: Qualification Criteria

1. B&G Glass is located at 2668 Leisczs Bridge Rd. Leesport, Pa. 19533. B&G Glass moved to this location September 2018. To date, there are 40 employees at B&G Glass. We have been performing fleet maintenance and repairs of Glass since 1963 (56 Years).
2. B&G Glass is located 4 miles west of the City of Reading
3. Currently, B&G Glass has 4 employees that are certified vehicle technicians. (See copies of certificate enclosed).
4. See listing of 3 Municipalities/Townships that B&G Glass has provided service for in the last 10 years :

Exeter Township: 4975 Demoss Rd. Providing service since 6/2002.

Bern Township: 1069 Old Bernville Rd. Providing Service since 6/2002.

Spring Township: 2850 Windmill Rd. Providing Service since 9/2015.
5. Liability Insurance (See attached Certificate of Insurance)
6. Workers Compensation Insurance (see attached Certificate of Insurance)
7. Hourly rates for normal business hours is \$.65.00/ per hour. Although, B& G Glass is subject to the NAGS pricing for glass replacement.
8. After Hour and Holiday emergency service rates would not apply.
9. Travel Time or Expense would not apply.

Mark Weidner

Controller

A handwritten signature in black ink, appearing to read 'M. Weidner', is written over the printed name and title.

A REGISTERED MEMBER OF THE

**AUTO GLASS
SAFETY COUNCIL™**

THIS CERTIFIES THAT

B & G Glass Service

IS A REGISTERED MEMBER IN GOOD STANDING WITH
THE AUTO GLASS SAFETY COUNCIL AND HAS AGREED TO COMPLY
WITH THE CURRENT ANSI/AGSC/AGRST™ STANDARD FOR
SAFE AUTO GLASS REPLACEMENT.

**AUTO GLASS
SAFETY COUNCIL™**

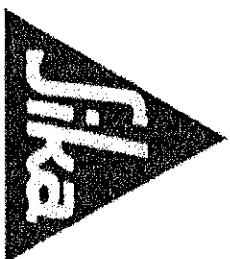
20 P G A DRIVE, SUITE 201
STAFFORD, VA 22554
540/720-7484

PRESIDENT

DIRECTOR OF OPERATIONS

VALID THROUGH

December 31, 2019



THIS CERTIFICATE OF
ACHIEVEMENT
IS PRESENTED TO



Antonio J. Carrasco

FOR THE SUCCESSFUL COMPLETION OF
THE SIKA AGR TECHNICIAN TRAINING COURSE

THIS TRAINING CERTIFICATE PERTAINS TO AGRSS STANDARD-

ANS/AGRSS 002-2002

THIS COURSE IS AN AGRSS REGISTERED TRAINING COURSE APPROVED IN ALL FOUR REQUIRED CATEGORIES, WHICH INCLUDE:

- COMPREHENSIVE RETENTION SYSTEM TRAINING
- MECHANICS OF AGR REMOVAL, REPLACEMENT AND RELEVANT TECHNICAL SPECIFICATIONS
- OEM INSTALLATION STANDARDS AND PROCEDURES
- AGR SAFETY ISSUES

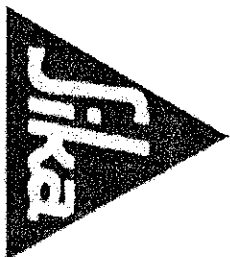
James Lawson

SIKA TRAINER

2-21-19

DATE TRAINED

*EXPIRES 2 YEARS FROM DATE LISTED



THIS CERTIFICATE OF
ACHIEVEMENT
IS PRESENTED TO



Tyler Gottschall

FOR THE SUCCESSFUL COMPLETION OF
THE SIKA AGR TECHNICIAN TRAINING COURSE

THIS TRAINING CERTIFICATE PERTAINS TO AGRSS STANDARD:

ANSI/AGRSS 002-2002

THIS COURSE IS AN AGRSS REGISTERED TRAINING COURSE APPROVED IN ALL FOUR REQUIRED CATEGORIES, WHICH INCLUDE:

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- AGR SAFETY ISSUES

James Lawson

SIKA TRAINER

2-21-19

DATE TRAINED

*EXPIRES 2 YEARS FROM DATE LISTED



THIS CERTIFICATE OF
ACHIEVEMENT
IS PRESENTED TO



Bill Mallin

FOR THE SUCCESSFUL COMPLETION OF
THE SIKA AGR TECHNICIAN TRAINING COURSE

THIS TRAINING CERTIFICATE PERTAINS TO AGRSS STANDARD:

ANSI/AGRSS 002-2002

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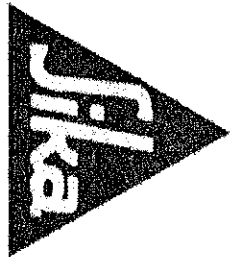
James Lawson

SIKA TRAINER

2-21-19

DATE TRAINED

*EXPIRES 2 YEARS FROM DATE LISTED



THIS CERTIFICATE OF
ACHIEVEMENT
IS PRESENTED TO



Christopher Rauenzahn

FOR THE SUCCESSFUL COMPLETION OF
THE SIKA AGR TECHNICIAN TRAINING COURSE

THIS TRAINING CERTIFICATE PERTAINS TO AGRSS STANDARD:

ANSI/AGRSS 002-2002

THIS COURSE IS AN AGRSS REGISTERED TRAINING COURSE APPROVED IN ALL FOUR REQUIRED CATEGORIES, WHICH INCLUDE:

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James Lawson

SIKA TRAINER

2-21-19

DATE TRAINED

*EXPIRES 2 YEARS FROM DATE LISTED



CERTIFICATE OF LIABILITY INSURANCE

BGGLA-1 OP ID: S

DATE (MM/DD/YYYY)

12/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gallen Insurance Inc. PO Box 100 2237 Lancaster Pike Shillington, PA 19607-0100 Ann Gallen Moll, CIC	CONTACT NAME: Sue Weidman PHONE (A/C, No, Ext): 610-898-6535 FAX (A/C, No): 610-777-9957 E-MAIL ADDRESS: sweidman@galleninsurance.com												
INSURER(S) AFFORDING COVERAGE													
INSURED B & G Glass Service Inc. 2668 Leisczs Bridge Road Leesport, PA 19533	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A : The Travelers Indemnity</td> <td style="width: 20%;">NAIC # 25666</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : The Travelers Indemnity	NAIC # 25666	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B :													
INSURER C :													
INSURER D :													
INSURER E :													
INSURER F :													

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <div style="margin-left: 20px;"> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR </div> <div style="margin-top: 10px;"> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: </div>			630-0J166205	01/01/2019	01/01/2020	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$ 1,000,00</td> </tr> <tr> <td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td> <td style="text-align: right;">\$ 500,00</td> </tr> <tr> <td>MED EXP (Any one person)</td> <td style="text-align: right;">\$ 5,00</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td style="text-align: right;">\$ 1,000,00</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: right;">\$ 2,000,00</td> </tr> <tr> <td>PRODUCTS - COMPI/OP AGG</td> <td style="text-align: right;">\$ 2,000,00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	EACH OCCURRENCE	\$ 1,000,00	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,00	MED EXP (Any one person)	\$ 5,00	PERSONAL & ADV INJURY	\$ 1,000,00	GENERAL AGGREGATE	\$ 2,000,00	PRODUCTS - COMPI/OP AGG	\$ 2,000,00		\$
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A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <div style="margin-left: 20px;"> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS </div>			810-0J166070	01/01/2019	01/01/2020	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>COMBINED SINGLE LIMIT (Ea accident)</td> <td style="text-align: right;">\$ 1,000,00</td> </tr> <tr> <td>BODILY INJURY (Per person)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BODILY INJURY (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>PROPERTY DAMAGE (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,00	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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PROPERTY DAMAGE (Per accident)	\$																				
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A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <div style="margin-left: 20px;"> <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0 </div>			CUP-0J207450	01/01/2019	01/01/2020	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$ 5,000,00</td> </tr> <tr> <td>AGGREGATE</td> <td style="text-align: right;">\$ 5,000,00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	EACH OCCURRENCE	\$ 5,000,00	AGGREGATE	\$ 5,000,00		\$								
EACH OCCURRENCE	\$ 5,000,00																				
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	\$																				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-0J197095	01/01/2019	01/01/2020	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> PER STATUTE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td><input type="checkbox"/> OTHER</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td style="text-align: right;">\$ 1,000,00</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td style="text-align: right;">\$ 1,000,00</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td style="text-align: right;">\$ 1,000,00</td> </tr> </table>	<input checked="" type="checkbox"/> PER STATUTE	\$	<input type="checkbox"/> OTHER	\$	E.L. EACH ACCIDENT	\$ 1,000,00	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,00	E.L. DISEASE - POLICY LIMIT	\$ 1,000,00				
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E.L. EACH ACCIDENT	\$ 1,000,00																				
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,00																				
E.L. DISEASE - POLICY LIMIT	\$ 1,000,00																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
CANCELLATION

 City of Reading
 815 Washington Street
 Reading, PA 19601-3690

CITY007

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 1

RFQ: Repairs and Specialty Service's for the City
of Reading City Wide Fleet
Vehicles

DUE DATE: September 9, 2019
3:00 P.M. Prevailing Time

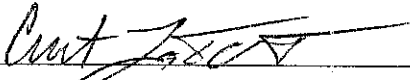
NOTICE

Please be advised the due date for this project has been changed to September 9, 2019.

This addendum must be signed, attached to, and returned with your proposal to the City of Reading by the time and date indicated ABOVE:

I, HEREBY CERTIFY THAT THE CHANGES COVERED BY THIS ADDENDUM HAVE BEEN TAKEN INTO ACCOUNT.

Firm Name (Type or Print) B & G GLASS SERVICE, Inc.

Authorized Signature 

Title AUTO/FABRICATION MANAGER

Name (Type or Print) CURT LAFOLLETTE

Date 8-30-19

REQUEST FOR QUALIFICATIONS

For

**Repairs and/or Specialty Services
for the City of Reading's, City Wide
Passenger, Light Duty, Medium Duty,
Heavy Duty Fleet Vehicles**

CITY OF READING, PENNSYLVANIA

**RESPONSES DUE:
3:00 PM (Eastern Time)
September 9, 2019**

**City of Reading, Pennsylvania
815 Washington Street
Reading, PA 19601**

Request for Qualifications

List of qualified Repair Vendors to perform repairs and/or specialty services, above and beyond warranty and excess routine maintenance on the City of Reading's City Wide Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles.

City Of Reading
815 Washington St.
Reading, PA 19601

Introduction

The City of Reading is requesting Qualifications for the purpose of retaining a list of interested companies /vendors to provide for Repairs and/or Specialty Services, above and beyond warranty and excess routine maintenance on the City of Reading's City Wide Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles as described in this RFQ.

Date Issued: August 21, 2019

Date Due: September 9, 2019

All questions are to be directed in writing to: Tammi Reinhart
Purchasing Coordinator
Tammi.Reinhart@readingpa.gov

Request for Qualifications

Vendor List for Repairs and/or Specialty Services to include but not limited to alignments, engines, transmission, exhaust, electrical, snow equipment, leaf equipment, glass repairs and or replacements radiators, fire apparatus, body work, drive shaft, hydraulic repairs, OEM above warranty, spring work, decals, car wash and detailing. Vendors are not required to do all items listed you may provide one or multiple items to the City of Reading's, City Wide Passenger, Light Duty, Medium Duty, and Heavy Duty Vehicles.

Interested vendors shall submit a response to this RFQ by September 9, 2019. The goal of this RFQ is to compile a list of companies/vendors that can provide both repairs and specialty services as well as emergency repairs that are above and beyond the maintenance and repairs that are provided by the City of Reading's Fleet Maintenance. This would be on an as and/ or when needed basis for September 2019 to December 31, 2020. This list may be extended for 2 additional 1 year terms at the City of Reading's discretion.

This list will be used by the department as and when needed to provide repairs and/or specialty services, along with emergency repairs to the Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles.

Qualification Criteria

The responses to this RFQ shall incorporate adequate information as detailed below for the City's selection committee to evaluate the vendor's ability to perform the required service being requested. To expedite the review process, please organize the information in the order listed below, with the submission not to exceed 20 pages in length. This evaluation is strictly for company/vendor qualifications.

Please submit five (5) sealed and bound copies of the company/vendor's qualifications with the notations of "City of Reading Passenger, Light Duty, Medium Duty, and Heavy Duty Fleet Vehicles, Repairs and Specialty Services List" as detailed below to:

Tammi Reinhart, Purchasing Coordinator
City of Reading
Purchasing Division
815 Washington St., Rm 2-45
Reading, PA 19601

The response shall address company /vendor specific information as listed below:

- Provide general company/vendor information including location of business, total number of employees, and number of years the company/vendor has been performing vehicles' maintenance and repairs.
- The provider company/vendor shall be located within a 40 mile radius of the City of Reading, this is to limit the travel time if necessary to the vendors facility.
- Provide proof of the number of employees that are certified as Vehicle Technicians, along with copies of the certifications of those employees.
- Provide list of three references of municipalities/ townships that have been using your services in the last ten years. Details shall include, the Department served, and length of time that service has been provided.
- Proof of liability insurance
- Proof of workers compensation insurance
- Provide listing of hourly rates for normal business hours

- Provide listing of after-hours and holiday emergency service rates
- Provide a list of travel time or expenses if applicable

Notice of Acceptance

Upon acceptance the company/vendor will be notified that they have been accepted and placed on the list. Acceptance does not guarantee that they will be contacted for service, the City of Reading Department of Fleet may use any of the accepted companies/vendors on the list.

As described previously, this list may, at the City's discretion, be extended for an additional 2-1 year terms, and the City will notify those on the list of the extension at such time.

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

- 1. This Non-Collusion Affidavit is material to any contract pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.**
- 2. This Non-Collusion Affidavit must be executed by the member officer, or employee of the bidder who is authorized to legally bind the bidder.**
- 3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.**
- 4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.**
- 5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any form of bid submitted for the purpose of giving a false appearance of competition.**
- 6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.**

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of PENNSYLVANIACounty of BERKSCURT LAFOLLETTE, being first duly sworn, deposes and says that:(1) He/She is REPRESENTATIVE
(Owner, Partner, Officer, Representative or Agent)of B & G GLASS SERVICE, INC., the Bidder that has submitted the attached Bid or Bids;

(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers; partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication of conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Reading or any person interested in the proposed Contract;

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and,

(6) Neither the said Bidder nor any of its officers, partners, owners, agents or parties in interest, have any interest, present or prospective, that can be reasonably construed to result in a conflict of interest between them and the City of Reading, which the Bidder will be required to perform.

I state that B & G GLASS SERVICE, INC. understands
(Name of Firm)

and acknowledges that the above representations are material and important, and will be relied on by the City of Reading in awarding the Contract(s) for which this Bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the City of Reading of the true facts relating to the submission of bids for this Contract.

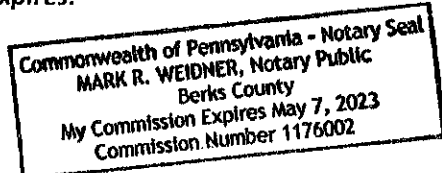
CURT LAFOLLETTE / AUTO FAB MANAGER
(Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 30th DAYOF AUGUST, 2019[Signature]

Notary Public

My Commission Expires:



**PROVIDER'S CERTIFICATION OF NON-INDEBTEDNESS
TO THE CITY OF READING**

Provider hereby certifies and represents that Provider and Provider's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Reading (the "City"), and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, Provider acknowledges that any breach or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to Provider and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Contract for default (in which case Provider shall be liable for all excess costs and other damages resulting from the termination).

BIG GLASS SERVICE, INC.

Name of Provider

By:

Matthew D. Duro

Authorized Signatory

Title:

PRESIDENT

President or Vice President

Attest:

Mia W.

NON DISCRIMINATION STATEMENT

The undersigned hereby certifies that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, familial status, or national origin. The undersigned shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, familial status, or national origin.

CURT LAFOLLETTE
BIDDER
AUTO / FABRICATION MANAGER
TITLE

INDEMNITY AGREEMENT & HOLD HARMLESS

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, the undersigned has entered into a contract with the CITY OF READING, dated SEPTEMBER 1, 2019, providing for the FLEET MAINTENANCE & REPAIR, REPLACEMENT OF GLASS City of Reading, Pennsylvania.

NOW, THEREFORE, in consideration of the award of said contract to the undersigned, CONTRALTO ~, as well as in further consideration of the sum of ONE DOLLAR (\$1.00) in hand paid to the said CONTRALTO ~ by the City of Reading, receipt whereof is hereby acknowledged, the said CONTRALTO ~ agrees to indemnify and save harmless the CITY OF READING, its officers, agents, servants, and employees against any and all loss, damage, costs and expenses which the said CITY may hereafter suffer, incur, be put to or pay by reason of any bodily injury (including death) or damage to property arising out of any act or omission in performance of the work undertaken under the aforesaid contract.

EXECUTED this 30th day of AUGUST, 2019

By: Matthew D. Dub

Title: President

ATTEST:

M. M. M.
CONTROLLER
(Title)

STIPULATION AGAINST LIENS

WHEREAS, B & G GLASS SERVICE, Inc., hereinafter called the CONTRACTOR, has entered into a CONTRACT, dated SEPTEMBER 1, 2019, with CITY OF READING hereinafter called the CITY, to provide materials and perform labor necessary for the manufacture and furnishing of the: GLASS REPAIR & REPLACEMENT OF FLEET VEHICLES

as set forth in the CONTRACT DOCUMENTS as prepared by the City of Reading.

NOW, THEREFORE, it is hereby stipulated and agreed by and between the said parties, as part of the said CONTRACT, and for the consideration therein set forth, that neither the undersigned CONTRACTOR, any SUBCONTRACTOR or material man, nor any other person furnishing labor or materials to the said CONTRACTOR under this CONTRACT shall file a lien, commonly called a mechanic's lien, for WORK done or materials furnished for the above manufacture.

This stipulation is made and shall be filed with the Berks County Prothonotary within ten (10) days after execution, in accordance with the requirements of Section 1402 of the Mechanics Lien Law of 1963 of the Commonwealth of Pennsylvania in such case provided.

IN WITNESS WHEREOF, the parties hereto have caused the signature of their proper officers to be affixed thereto on this 30th day AUGUST of 2019.

(CITY OF READING)

ATTEST:

BY: _____

TITLE: _____

BY: _____

TITLE: _____

(CONTRACTOR)

ATTEST:

BY: MATTHEW FREEBORN / Matthew D. Freeborn

TITLE: PRESIDENT

BY: CURT LAFOLLETTE / Curt LaFollette

TITLE: AUTO/FABRICATION MANAGER

BY: MARK WEIDNER / Mark Weidner

TITLE: CONTROLLED